

ASTROGEOLOGY MANUSCRIPT PROCESS (1/23/07)

Preparing and Submitting Manuscripts to Menlo Publishing Service Center (PSC)

Preparing manuscripts to submit for publication

1. Before or during coordinator review, Ken determines which author will be the contact person and adds this information (name, street address for Fed Ex, phone number, and email address) to the Routing Sheet or to a separate sheet attached to the Routing Sheet.
2. During coordinator review, Ken also requests any special instructions, such as whether the contact person prefers an online or paper edit and whether the contact person prefers all text on the map sheet rather than in a pamphlet. This information from the contact person should be included as a memo with the Routing Sheet for Jan's records.

If there are no special requests, Jan will edit online. Note that PSC will prepare maps to minimize printing costs unless the contact person and Ken specify a higher-cost layout; costs are lower if the text is printed on the map sheet rather than in a pamphlet.

3. Darlene plots map, figures, and colored CMU at the request of Ken or Jen.
4. Jen checks nomenclature on map plot and resolves any problems with contact person. If needed, the contact person sends amended files to Ken.
5. Ken makes all publication files available on an ftp site and notifies Jan and Darlene where the files are available and for how long. Files/file folders need to be organized to assure that correct files are used for editing and production.

Suggested file organization

-REVIEW folder includes only original peer review files; do not include review revisions. (If there are no files, send hard copy reviews to Jan with the manuscript for submittal.)

-PUBLICATION folder includes copy of final reviewed/revised MS Word file(s) for text, pdf files for figures, and either MS Word or Excel files for tables for Jan to edit. Folder also includes both original images provided to authors (created by Flagstaff) and author graphics (CMU, cross sections, and graphs, as well as digital layers that contain linework, labels, spot symbols, and color fill that will overlay original images) for Darlene to use for production.

6. Lisa signs Routing Sheet.
7. Jen submits hard copy materials (map plot, figures, CMU, contact person memo to editor containing online or paper edit preference, nomenclature check list, CD containing files for edit if they were not sent via ftp, and Routing Sheet) to Dorothy, requesting PSC log-in and edit.

Submitting manuscripts to Menlo Publishing Service Center (PSC)

Submit manuscripts to manuscript controller (Dorothy Domingo)

Include a memo to Dorothy with any hard copy material, informing her that the manuscript is being submitted to PSC for log-in and edit:

Dorothy Domingo
U.S. Geological Survey MS 919
345 Middlefield Rd.
Menlo Park, CA 94025
650-329-5038
ddomingo@usgs.gov

Materials required for edit

Hard copy:

- Manuscript Review and Approval Sheet with appropriate signatures. Include name and contact information for author who will work with editor throughout publication. This contact person does not need to be a USGS employee.
- Colored map plot
- Figure plots (color when appropriate)
- Colored CMU copy/plot

Digital files: All text should be included in one MS Word file. Include date in file names.

- Author affiliations when not USGS
- Discussion
- References
- Tables
- Figure captions
- Description of Map Units (DMU)
- Text for map symbol explanation

Materials required for production

Flagstaff map base and figure image files:

- High-quality, clean map base and figure images created by Flagstaff personnel; there should be no linework or type on the images

Author digital files (properly prepared files are critical for production):

- Author text: If the text was edited on a paper copy, the contact person provides the final text file as an email attachment or on a CD to the editor for production. If the text was edited online, the editor provides the final text file for production.
- Author data layers for map and figures
 - Provide linework and type on separate layers from the images; putting linework/type on the images creates additional work/cost/time during production
 - Provide colored data in separate layers
 - Provide the base grid as you want to see the map published. The USGS does not rotate map bases to horizontal for publication; however, authors may rotate base and data.
 - Do not outline type. Outlined type cannot be changed, so it cannot be used for production of your map. Production will be delayed until PSC obtains files that can be changed to USGS format and style

ASTROGEOLOGY PUBLICATIONS MATERIALS CHECKLIST

SUBMIT MANUSCRIPTS TO MANUSCRIPT CONTROLLER

Dorothy Domingo
U.S. Geological Survey MS 919
345 Middlefield Rd.
Menlo Park, CA 94025
650-329-5038
ddomingo@usgs.gov

MATERIALS REQUIRED FOR EDIT

_____ **Manuscript Review and Approval Sheet** with appropriate signatures

_____ Name, Fed Ex address, phone no., email address of author/contact person who will work with editor throughout publication

_____ Memo containing special instructions, such as a request for a paper edit rather than an online edit or for the map to include a pamphlet

Hard copies (please submit on separate sheets)

_____ colored map plot

_____ figure copies/plots (color when appropriate)

_____ colored CMU copy/plot

Author digital files (all text may be in one MS Word file; only include post-review/revision files; include date in file names)

_____ text file:

_____ file date (include in file name, for example "Hellas final txt(11/30/06).doc")

_____ title/author

_____ author affiliations when not USGS

_____ discussion

_____ references

_____ tables

_____ figure captions

_____Description of Map Units (DMU)

_____text for map symbol explanation

MATERIALS REQUIRED FOR PRODUCTION

Author map and figure files

_____map and figure files with images:

_____map file with linework, spot symbols, and labels each on separate layers from base image; also put colored data on separate layers from black data

_____separate figure files with linework, spot symbols, and labels each on separate layers from base image; colored lines/symbols should be separated into layers for printing (for example, all red lines/symbols on one layer; all blue lines/symbols on another layer).

_____map and figure files without images:

_____graph, sketch files with linework and labels on separate layers; each color should be on a different layer

Flagstaff-produced image files (clean images used for bases for map and figures)

_____separate image files with no linework or labels